

FLEET PARTS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate the operations within the equipment auto parts storeroom; and to perform a variety of technical tasks relative to implementing an equipment and auto parts storage program.

Supervision Received and Exercised:

Receives direction from the Fleet Services Manager or from other supervisory or management staff.

Exercises direct supervision over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, and review the work of staff involved in activities in the auto parts storeroom; supervise the daily operations of the storeroom;
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications to parts warehouse operations and policy regarding: stock levels, turnover, parts availability, cyclic, obsolete or inactive inventory, hazardous materials, etc.; prepare various reports on operations and activities; plan and implement proper warehouse operation procedures; develop and implement procedures for ordering, receiving, storing, and issuing parts, equipment, tools and supplies;
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;

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Fleet Parts Supervisor (continued)

- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Answer questions and provide information to the public and other departments and divisions; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Determine minimum and maximum inventory levels; examine competitive bidding practices for parts; keep informed of market conditions and new products; supervise and participate in development of bid specifications; solicit and analyze bids; review contracts and purchase orders; maintain contact and negotiate with vendors; make award of purchase; evaluate vendor performance;
- Monitor parts contracts and pricing on an ongoing basis to ensure lowest purchasing expenditures; monitor parts allocation budgets for Fleet and using departments.
 Notify and report to Fleet manager of any issues or potential overages;
- Control inventory of Fleet shop equipment and tools; recommend replacements or identify needs for new shop tools and equipment;
- Process in-house repair orders for inventory; assist with completion of invoices and receiving copies; supervise the verification, extending and posting of invoices to proper accounts;
- Coordinate annual inventory process; assume responsibility for inventory reconciliation; oversee the disposal of obsolete inventory through public auction; oversee the maintenance of inventory security;
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate with other City departments regarding cost centers, purchasing procedures, contracts, inventories and requisitions;
- Oversee the operations of the computerized information system; supervise the filing system maintenance for inventory control management;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data and benchmark

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Fleet Parts Supervisor (continued)

Tempe's parts warehouse functions against other local and national fleets in order to align with Tempe's public works goal of being the Phoenix area valley leader in all areas:

- Assist staff at parts counter and throughout the parts room as needed;
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in automotive, heavy equipment and parts stores work, including experience in supervision and computerized inventory systems.

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, business administration or a degree related to this core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Automotive Service Excellence (ASE) certification is preferred.

Examples of Physical and/or Mental Activities:

- Lift heavy objects up to 50 lbs.
- Move heavy objects with forklifts, dollies, etc.
- Operate city vehicles such as trucks, vans, etc.
- Use power tools such as drills, floor scrubbers
- Use tools such as hammers, wrenches, shovels, etc.
- Climb stairways, ladders and work on elevated structures
- Traverse uneven surfaces
- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines
- Considerable reading and close vision work
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.
- May require working extended hours

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Competencies:

(Pending)

Job Code: 279

Status: Non-Exempt / Classified